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From: Caloggero, Dina (DPH)
Sent: Thursday, September 06, 2012 8:47 PM
To: Han, Linda (DPH)
Subject: More QA from the drug Lab Amended June 2006 QC Meeting

From: Piro, Peter (DPH)
Sent: Monday, June 19, 2006 2:41 PM
To: George, Harvey (DPH); DiNatale, Margaret (DPH); Tisei, Nancy (DPH); Salemi, Charles (DPH); Piro, Peter (DPH)
Cc: Stevenson, Allan (DPH); Caloggero, Dina (DPH)
Subject: Amended June 2006 QC Meeting

Present: Dr. George, Charles Salemi and Peter Piro
Minutes: Prepared by Peter Piro

Pending Agenda Items

The original training checklist for new employees hired since October 2005 was signed by Dr. George.

1. Review of May 2006 QC
 - a) The balance QC was checked and signed off by Dr. George.
 - b) The UV/VIS spectrophotometer QC was reviewed and signed off by Dr. George.
 - c) The IR spectrophotometer QC was reviewed and signed off by Dr. George.
 - d) The GC/MS Daily QC Check was reviewed and signed off by Dr. George.
 - e) The reagent preparation book was reviewed and signed off by Dr. George.
 - f) The Monthly GC/MS Standard QC Log was reviewed and signed off by Dr. George.

2. Written results for the May sample audit were submitted and signed off by Dr. George.
3. Amherst Lab QC records were checked and signed off by Dr. George.
4. A system of tracking corrected reports was discussed and is under development by the Drug Laboratory.
5. The GC/MS SOP is under review and a procedure for psilocybin mushrooms is being written.
6. An annual employee competency assessment program was discussed. A written exam will be added to the Drug Laboratory QC program

